BILL NO. S-90-01-13

SPECIAL ORDINANCE NO. S-27-90

AN ORDINANCE approving the awarding of Reference #1409 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and **SUPERIOR BUSINESS FORMS** for the Data Processing Department.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

SECTION 1. That Reference #1409 between the City of Fort Wayne, by and through its Department of Purchasing and **SUPERIOR BUSINESS FORMS** for the Data Processing Department, respectfully for:

the printing of data forms during 1990 for the Data Processing Department;

involving a total cost of Thirty-One Thousand One Hundred Thirty-Seven and 95/100+/- Dollars ($31,137.95), all as more particularly set forth in said Reference #1409 which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Thomas C. Henry
Councilmember

APPROVED AS TO FORM
AND LEGALITY

J. Timothy McCaulay
J. Timothy McCaulay, City Attorney

REF. NO.:	1409
DEPT.:	DATA PROCESSING
DATE:	1/2/90
ITEM/SERV.:	PRINT FORMS

PURCHASING INFORMATION

ADVERTISED BID:	YES
DATES ADVERTISED:	11/27/89 & 12/4/89
OPENING DATE:	12/19/89
WRITTEN QUOTE:	
DUE DATE:	
VERBAL QUOTE:	
SINGLE SOURCE:	
NO. OF VENDORS NOTIFIED:	8
NO. OF VENDORS RECEIVING BID:	4
NO. OF VENDORS RETURNING BID:	3
NO. OF VENDORS DISQUALIFIED:	0
NO. OF VENDORS NOT RESPONDING:	5
DATE SENT TO DEPT FOR RECOMM.:	12/19/89
DATE RECOMMENDATION REC'D IN PURCH:	1/2/90
COUNCIL INFORMATION	DATES SENT EXTENSION DATES
DATE INFO SENT TO LAW DEPT.:	1/2/90
INTRODUCTION DATE:	1/9/90
DISCUSSION DATE:	1/16/90
PASSAGE DATE:	1/23/90
ORDINANCE NO.:	

AMOUNT APPROVED AND/OR SPENT
LAST YEAR: (IF APPLICABLE)

REFERENCE NO. 1409
PRINTING OF VARIOUS FORMS
DATA PROCESSING

DESCRIPTION	QTY	UNIT	SUPERIOR BUSINESS		FISHER BROS		WALLACE COMPUTER	
CYBORG CHECKS	40	M	$26.90	$1,076.00	N/B	$0.00	N/B	$0.00
TYPESETTING				$40.00				
PAYROLL AUTHORS	40	M	$24.00	$960.00	N/B	$0.00	$27.55	$1,102.00
TYPESETTING				NONE				NONE
LGFS CHECKS	30	M	$55.80	$1,674.00	N/B	$0.00	N/B	$0.00
TYPESETTING				$30.00				
STOCK TAB, 1 PRT	2000	M	$8.53	$17,060.00	$9.50	$19,000.00	$9.93	$19,860.00
TYPESETTING				NONE				NONE
STOCK TAB, 2 PRT	200	M	$22.78	$4,556.00	$30.40	$6,080.00	$23.10	$4,620.00
TYPESETTING				NONE				NONE
W-2'S	6	M	$147.00	$882.00	N/B	$0.00	$142.00	$852.00
TYPESETTING				NONE				NONE
W-2P'S	1	M	$78.75	$78.75	N/B	$0.00	$117.00	$117.00
TYPESETTING				NONE				NONE
WEED FORMS	3.6	M	$67.00	$241.20	N/B	$0.00	$171.20	$616.32
TYPESETTING				NONE				NONE
WATER INV	450	M	$10.00	$4,500.00	N/B	$0.00	$17.20	$7,740.00
TYPESETTING				$40.00				NONE
				$31,137.95		$25,080.00		$34,907.32

NOTE: SHERM BOTH SUPERIOR BUSINESS AND WALLACE COMPUTER ARE BIDDING 450 M WITH TWO UP

FRONT PAGE/INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET - ROOM 350
PHONE 219-427-1101

BID OPENING DATE 12-19-89 @ 11:00 AM BID REFERENCE # 1409

SEALED BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M. ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS & SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER".

THIS INVITATION FOR BID IS FOR PRINTING OF VARIOUS FORMS FOR DATA PROCESSING FOR 1990

AND REQUESTED BY DATA PROCESSING DEPT

THIS BID REQUIRES A XXXXXXXX $1000.00 BID BOND, CERTIFIED OR CASHIER'S CHECK OF ALL BIDDERS.

THIS BID REQUIRES A _____ 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: — %
IF PAID WITHIN Net 30 DAYS.

THIS INVITATION IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY THE CITY OF FORT WAYNE WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH ACCOMPANYING SPECIFICATIONS.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME Superior Business Forms
STREET ADDRESS 3808 Merchant RD
CITY Fort Wayne PHONE # 489 5575
BY John Williams
REPRESENTATIVE SIGNATURE

CITY OF FORT WAYNE
DATA PROCESSING
PRINTING FORMS REQUIREMENTS

THE CITY OF FORT WAYNE, INDIANA, IS REQUESTING BIDS FOR PRINTING OF VARIOUS FORMS FOR DATA PROCESSING.

SAMPLES OF EACH FORM REQUESTED ARE PROVIDED IN THIS BID PACKAGE, EXCEPT FOR SAMPLES OF CHECKS, WHICH CAN BE SEEN IN THE PURCHASING DEPARTMENT, ROOM 350, CITY-COUNTY BUILDING.

SUCCESSFUL VENDOR WILL BE RESPONSIBLE FOR KEEPING THE TYPESETTING, NEGATIVES AND/OR PLATES ON FILE, HOWEVER, THESE ITEMS WILL REMAIN THE PROPERTY OF THE CITY OF FORT WAYNE, DATA PROCESSING.

PRICE SHEET INCLUDED WITH THIS BID MUST BE FILLED OUT PROPERLY WITH ALL INFORMATION REQUESTED AS FOLLOWS:

PRINT COST PER M: COST OF PRINTING ON PER THOUSAND BASIS
TOTAL PRINT: COST OF PRINTING FOR TOTAL QUANTITY REQUESTED FOR THAT PARTICULAR FORM
TYPESETTING: EXACT COST OF TYPESETTING, NOT AN HOURLY FEE
NOTE: SOME FORMS MAY REQUIRE MINOR CHANGES DURING THE TERM OF THIS AGREEMENT.
OVERALL TOTAL: COST OF TOTAL PRINT & TYPESETTING
DELIVERY TIME: EXACT TURN AROUND TIME, STATED IN DAYS/ WEEKS, FROM DATE FORM IS REQUESTED TO THE DATE WE WILL RECEIVE SHIPMENT

QUANTITIES STATED ON ATTACHED PRICE SHEET ARE ESTIMATES ONLY. ACTUAL QUANTITIES PURCHASED MAY BE MORE OR LESS.

A PRICE AGREEMENT WILL BE ESTABLISHED WITH AWARDED VENDOR(S). FORMS WILL BE PURCHASED AND DELIVERED AS REQUESTED BY THE DATA PROCESSING DEPARTMENT OF THE CITY OF FORT WAYNE.

AWARDED VENDOR(S) WILL BE RESPONSIBLE FOR UNLOADING ORDERS AT THE ADDRESS GIVEN BY THE CITY OF FORT WAYNE, DATA PROCESSING.

PRICES BID MUST BE EXACT AND HELD FIRM THROUGH THE TERM OF THIS AGREEMENT. THERE SHALL BE NO ADDITIONAL CHARGES FOR DELIVERY, HANDLING OR ANY OTHER MISC. FEES.

TERM OF AGREEMENT: FROM TIME OF AWARD THRU 12-31-90

CONTACT PERSON: BILL SCHIRMEYER, DATA PROCESSING
TELEPHONE: (219) 427-1227

PRICE SHEET/PRINT FORMS

FORM #	DESCRIPTION	QTY +/-	UNIT	PRINT COST PER M	TOTAL PRINT	TYPE-SETTING	OVERALL TOTAL	DELIVERY TIME
2A001	CYBORG PAYROLL CHECKS, 9 1/2 X 11 - 11", GREEN INK, START NUMBER 053801	40	M	$26.90/M	$1076.00	$40.00	$1116.00	2½ weeks
2A002	PAYROLL AUTHORIZATIONS, 5" X 9", 2 PART CARBON-LESS FORM, 20#	40	M	$24.00/M	$960.00	none	$960.00	3 weeks
2B001	LGFS CHECKS, START WITH NUMBER 119761	30	M	$55.80/M	$1674.00	$30.00	$1704.00	2½ weeks
2C001	STOCK TAB, 14 7/8 X 11, GREEN BAR, 1 PART CONTINUOUS FORM, 15# BOND	2000	M	$8.53/M	$17,060.00	none	$17060.00	1 week
2C002	STOCK TAB, 14 7/8 X 11, GREEN BAR, 2 PART	200	M	$22.78/M	$4,556.00	none	$4,556.00	1 week
2E001	W-2'S FORM, (M) FORMATE, 2 WIDE, 8 PART CONTINUOUS	6	M	$147.00/M	$882.00	none	$882.00	2 weeks
2E001	W-2P'S FORM, 6 PART WITH CARBON	1	M	$78.75/M	$78.75	none	$78.75	2 weeks
2F001	WEEDS, 8 1/2 X 7, 1/2 PERF L & R, 2 PART, WHITE AND CANARY, START WITH NUMBER 1701	3.6	M	$67.00/M	$241.20	none	$241.20	3½ weeks
2G001	WATER & SEWER INVOICES, 24# PAPER, TWO-UP	900	M	$10.00/M	$4250.00	$40.00	$4290.00	3 weeks

FOB: FORT WAYNE

Prescribed by the State Board of Accounts

Form No. 95 (Revised 1987)

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: 12/12/89

1. Governmental Unit: City of Ft Wayne
2. County: Allen
3. Bidder (Firm): Superior Business Forms
   Address: 3809 Merchant Road
   City/State: Fort Wayne, In. 46818
4. Telephone Number: 219-489-5575
5. Agent of Bidder (if applicable): ~~John Gt~~

Pursuant to notices given, the undersigned offers bid(s) to City of Ft Wayne (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

John Dillman
Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
Allen COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Superior Business Forms
Bidder (Firm)
John Dillman
Signature of Bidder or Agent

Subscribed and sworn to before me this 6 day of December, 1989.

My Commission Expires: 8-15-92

County of Residence: Allen

Rhonda L. Dimke
Notary Public

Rhonda L. Dimke
Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Date: _____

Contracting Authority Members:

_____ _____
_____ _____
_____ _____

DIGEST SHEET

TITLE OF ORDINANCE: Special

S-90-01-13

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Reference No. 1409 for printing of data forms for the Data Processing Department for 1990. The cost reflects the lowest and most responsive of three (3) vendors.

EFFECT OF PASSAGE: These are used to print all forms needed for Data Processing.

EFFECT OF NON-PASSAGE: The Department could not run reports for other departments, payroll, etc. without these forms.

MONIES INVOLVED: Superior Bus $31,137.95 +/-

PRICE AGREEMENT: Yes

PURCHASE ORDER:

SOURCE OF FUNDING: Data Process. 010-021-OFFC-4212
010-021-OFFC-4213

PRIOR APPROVAL: DATE:
(IF APPLICABLE)

BILL NO. S-90-01-13

REPORT OF THE COMMITTEE ON FINANCE

THOMAS C. HENRY, CHAIRMAN
DONALD J. SCHMIDT, VICE CHAIRMAN
BRADBURY, BURNS, GiaQUINTA

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ approving the awarding of Reference #1409 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and SUPERIOR BUSINESS FORMS for the Data Processing Department

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) ~~(RESOLUTION)~~ X

DO PASS	DO NOT PASS	ABSTAIN	NO REC
Thomas C. Henry			
Donald J. Schmidt			
Jean H. Bradbury			
Mark E. GiaQuinta			

DATED: 1-22-90.

Sandra E. Kennedy
City Clerk

Read the first time in full and on motion by Henry, seconded by Talarico, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference ~~Room 128, City-County~~ Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock 11 .M.,E.S.T.

DATED: 1-9-90

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Henry, seconded by Long, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	9			
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: 1-23-90

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE ~~RESOLUTION~~ NO. S-27-90 on the 23rd day of January, 1990,

ATTEST: Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

SEAL

Charles B. Redd
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 24th day of January, 1990, at the hour of 11:00 o'clock A.M.,E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 28th day of January, 1990, at the hour of 3:45 o'clock P.M.,E.S.T.

PAUL HELMKE, MAYOR